



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

FPD-OI-FD21.1
March 08, 2004

ORGANIZATIONAL INSTRUCTION

Flight Projects Directorate Flight Systems Department Environmental Control and Life Support Systems Group FD21

Management Process

Revision D

APPROVAL

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
<u>Original Signed by</u>	Lead, FD21	FD21	March 8, 2004
_____	ECLSS Group		
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Title- Management Process	FPD-OI-FD21.1	Revision: D
	Date: March 8, 2004	Page 2 of 7

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		7/1/99	Baseline version
Revision	Rev. A	8/3/00	Reformatted to Flight Projects Directorate standard template
Revision	Rev. B	11/2/01	Revised paragraph 4.3, revised the OI to comply with MPG 1440.2
Revision	Rev. C	11/21/02	Revised paragraph 5.1 to update job title.
Revision	Rev D	03/08/04	Updated document references and corrected section 8

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Marshall Space Flight Center Organizational Instruction OPR FD01		
Title- Management Process	FPD-OI-FD21.1	Revision: D
	Date: March 8, 2004	Page 3 of 7

1. GENERAL INFORMATION

1.1 Scope

This Organizational Instruction (OI) defines the functions of the Environmental Control and Life Support Systems (ECLSS) Group, Flight Projects Directorate (FPD), that affect the quality of products and services. All processes for the management of procurement, design, development, and onsite production of flight hardware, flight software, and associated ground support equipment interfacing with flight hardware and software, for which the ECLSS Group has responsibility, are covered by this OI.

1.2 Purpose

The purpose of this instruction is to document the process by which the ECLSS Group manages projects. This OI is defined as a Group-level OI in accordance with FPD-OI-FD01.2, "Authorization and Control of OI's". This OI is under the auspices of the FPD-OI-FD01.1, "Management Process", which is in accordance with the Marshall Management Manual (MPD-1280.1).

1.3 Applicability

This instruction applies to all project development activities managed by the ECLSS Group. All project managers within the ECLSS Group shall implement the requirements of this OI to assure conformity to the MSFC standards and policies for project management.

2. APPLICABLE DOCUMENTS

Revision levels of documents are not shown. The latest revision will be used unless otherwise required by contractual requirements or other regulations. In this case the letter revision of the document will be given.

FPD-OI-FD01.1	Management Process
FPD-OI-FD01.2	Authorization and Control of OI's
FPD-OI-FD01.3	ISS Technical Task Agreement Process
FPD-OI-FD21.5	Record Maintenance
MPD 1280.1	Marshall Management Manual
MPG 1050.1	Contract (Customer Agreement) Review
MPG 1230.1	Center Resources Planning Process
MPG 1280.6	Internal Quality Audits
MPG 1440.2	MSFC Records Management Program
MPG 3410.1	Training
MPG 5000.1	Purchasing

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Marshall Space Flight Center Organizational Instruction OPR FD01		
Title- Management Process	FPD-OI-FD21.1	Revision: D
	Date: March 8, 2004	Page 4 of 7

MPG 7120.3	Data Management, Programs/Projects
MPG 8715.1	Marshall Safety, Health, and Environmental (SHE) Program
MWI 5113.1	Governmentwide Commercial Purchase Card Operating Procedures
NPR 1441.1	NASA Records Retention Schedules
NPR 7120.5	Program and Project Management Processes and Requirements

3. ACRONYMS and DEFINITIONS

3.1 Acronyms

COTR	Contracting Officer's Technical Representative
CWC	Collaborative Work Commitment
ECLSS	Environmental Control and Life Support Systems
FPD/FD	Flight Projects Directorate
MQS	Marshall Quality System
MSFC	Marshall Space Flight Center
NASA	National Aeronautics and Space Administration
OI	Organizational Instruction

3.2 Definitions

Collaborative Work Commitment A CWC is a document that defines the tasks and resources required to accomplish in-house work for the next operating fiscal year. The document signifies the commitments of the Project Manager, Task Manager, and Supporting Organizations to provide the resources.

Contracting Officer's Technical Representative A COTR is a qualified Government employee appointed by the Contracting officer to act as their technical representative in managing the technical aspects of a particular contract. The Technical organization is responsible for ensuring that the individual they recommend to the Contracting Officer possesses training, qualifications, and experience commensurate with the duties and responsibilities to be delegated and the nature of the contract.

Task Agreement A task agreement is a document used to acquire goods and/or services from other organizations and institutions within NASA (i.e., a Customer Agreement).

4.0 INSTRUCTIONS

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Marshall Space Flight Center Organizational Instruction OPR FD01		
Title- Management Process	FPD-OI-FD21.1	Revision: D
	Date: March 8, 2004	Page 5 of 7

4.1 General Information

The ECLSS management process shall be conducted in accordance with the FPD process flow as described in FPD-OI-FD01.1, Management Process, paragraph 4.2, and depicted graphically in Figure 1 in that document.

Team-applicable processes within the ECLSS Group shall be defined and controlled by OIs as authorized by the Group Lead.

Development of ECLSS OIs shall be in accordance with FPD-OI-FD01.2, "Authorization and Control of OI's".

Customer agreements shall be documented in Technical Task Agreements as defined and controlled by FPD-OI-FD01.3, "ISS Technical Task Agreement Process".

The detailed implementation of project-applicable processes within the ECLSS Group shall be defined and controlled by the project-unique plans and directives (Project Implementation Agreements, Contracts, Internal Task Agreements, Collaborative Work Commitments, etc.).

4.2 Procedure

ECLSS Group employees and support service contractor personnel shall follow the MSFC Policy Guidelines (MPG's) and Marshall Work Instructions (MWI's) as indicated in FPD-OI-FD01.1, "Management Process", paragraph 4.2, Procedure, for all applicable elements of the Marshall Quality System.

Supporting/implementing MSFC organizations (i.e. matrix support, including their contractor personnel) who participate in an ECLSS Group project shall be responsible for preparing and maintaining organizational instructions and quality records for their areas of responsibilities as defined by the MPG's, MWI's, and task agreements.

Collaborative Work Commitments (CWC's) are developed between FPD and supplying organizations within MSFC for products and services required to implement the approved task agreements. The CWC's are developed in accordance with MPG 1230.1, "Center Resources Planning Process".

4.3 Safety Meetings

Safety meetings will be in compliance with MPG 8715.1, Marshall Safety, Health, and Environmental (SHE) Program, Section 3.1.10.1. The safety meetings are required monthly, may be a part of regular office staff meetings, and are expected to represent 15-20 minutes on the agenda. The safety meeting records will also be maintained on the Supervisor Safety Web Page (as required by MPG 8715.1, paragraph 3.1.10.1 a. (2)). Further instruction regarding these safety meetings is in a memorandum from the Flight Projects Directorate Director of March 17, 2000, with a subject of "Flight Projects Directorate Safety Meetings".

5.0 NOTES

5.1 Responsibilities

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Marshall Space Flight Center Organizational Instruction OPR FD01		
Title- Management Process	FPD-OI-FD21.1	Revision: D
	Date: March 8, 2004	Page 6 of 7

The ECLSS Group Lead shall be responsible for implementing all Group-related elements of the MQS consistent with the organizational charter areas of responsibility. Responsibilities for the ECLSS Group Lead are designated as Organizational Manager in the MPG's and MWI's. The ECLSS Group Lead shall define the retention schedule for the Group-related records in accordance with NPR 1441.1.

The ECLSS Group Technical Assistant shall be responsible for serving as the alternate implementing authority for all Group-related MPD 1280.1 elements.

Group Records Custodian shall be designated by the ECLSS Group Lead and shall be responsible for storing and maintaining:

- Copies of current work instructions
- Group-related records plans
- Group-related records

The project managers shall be responsible for implementing all project related elements of the MPD 1280.1 for their project. The responsibilities of the project managers are usually designated as program/project manager in the MPG's and MWI's. The project managers shall define the retention schedule for all their project-related Records in accordance with NPR 1441.1

6.0 SAFETY PRECAUTIONS and WARNING NOTES

None

7.0 APPENDICES, DATA, REPORTS, and FORMS

None

8.0 RECORDS

All records will be maintained in accordance with NPR 1441.1. Records Plans (MSFC form 2441) are maintained by the FD21 MSA per MPG 1440.2, MSFC Records Management Program. The Records Plans will identify all records by title, description, filing arrangement, disposition instructions, and disposition authority, for which the organization is responsible.

9.0 TOOLS, EQUIPMENT, and MATERIALS

None

10.0 PERSONNEL QUALIFICATION, TRAINING, and CERTIFICATION

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Marshall Space Flight Center Organizational Instruction OPR FD01		
Title- Management Process	FPD-OI-FD21.1	Revision: D
	Date: March 8, 2004	Page 7 of 7

All employees are considered fully qualified to perform their assigned functions and no specific additional training for job performance or skills certification has been identified as being required for any personnel within the ECLSS Group with the following exceptions: some employees serve as Contracting Officer's Technical Representatives (COTR) and are required to complete COTR training before performing this role, and those employees responsible for small purchases must be trained in the use of small purchase credit cards as required by MWI 5113.1. Credit Card Approving Officials must also be trained.

11.0 FLOW DIAGRAM

None

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